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CONFIDENTIAL

13 September 1951

MEMORANDUM FOR: ASSISTANT DIRECTOR FOR TRAINING (COVERT)

SUBJECT: Weekly Activity Report, Staff Training;
30 August thru 13 September 1951

1. Progress Report - Old Projects.

a. The [] Housing Committee has begun an internal survey for the purpose of determining housing requirements for instructor personnel at the site.

b. A meeting of all Staff Training instructors was held on Tuesday, 11 September 1951, for the purpose of discussing the construction of objective examinations and to initiate a program for the development and use of objective examinations throughout the courses in Staff Training.

2. Items of Current Interest. A modification of the BOC evaluation sheet has been completed.

3. New Projects during Week.

a. A check list has been developed for use in rating instructor performance and for providing guidance in the improvement of instruction in Staff Training. The form is now being used by supervisory personnel, and a regular program for the auditing of all classes is being planned.

b. A survey of space in Alcott Hall was made by [] to determine whether it would be possible to move TRC's Reading Improvement Laboratory from [] to Alcott Hall. It was found that the space available is adequate for ten students, and the Administrative Officer, TRC, is in the process of effecting the move.

4. Items of Administrative Interest. Two new instructors entered with Staff Training during the past week.

[]
Deputy for Staff Training

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